

## **Diversity Council Recommendations: Status Report**

### **May 12, 2010**

- A. Hiring processes across state government must be standardized for greater efficiency; therefore, the recruitment and selection process must be consistent with the DAS "Applicant Screening Manual."

*DAS has begun reviewing departments' hiring practices. Reviews have been completed for three departments:*

- *Iowa Communications Network*
- *Iowa Veterans Home*
- *Natural Resources*
- *Revenue*

*Reviews are soon to be completed for:*

- *Inspections and Appeals*
- *Iowa Public Television*
- *Public Health*
- *Transportation*

*Reviews are just beginning for:*

- *Education*
- *Vocational Rehabilitation*

- B. Departments should strive to have a hiring pool of applicants of diverse background, i.e. disability, ethnicity, gender, and age. Justification must be made to the Director when a qualified candidate in an underutilized category is not hired.

*DAS will continue to coordinate statewide recruitment, emphasizing branding and providing assistance to departments as needed. Each department will establish its own recruitment plan to increase applicants of diverse backgrounds and to fill jobs requiring special skills.*

- C. DAS must ensure next year's Diversity Plans are specific in identifying methods that departments will use in expanding, when applicable, the diversity of their workforce.

*DAS, with input of a sub group of the Diversity Council, has developed a workforce planning document that will be used for diversity planning and reporting. This document requires that agencies identify their workforce needs, and then plan for increasing their diversity with those needs in mind. DAS is currently working on this document for the FY2011 diversity and workforce planning cycle.*

- D. Department Directors' performance evaluations should include a diversity component, which would reflect specific achievements in the areas of diversity recruitment, hiring, training, and retention.

*DAS is studying how to reflect diversity in director's performance appraisals.*

- E. The Governor should commission DAS to review, evaluate, and make necessary changes to the current Affirmative Action Process within state government; including, refining the data used in the Affirmative Action Report.

*DAS has received significant input from the Attorney General's Office on ways this program could be improved. The Attorney General's Office is working with an outside expert on these issues.*

- F. The Governor should consider hiring a Diversity Inclusion Officer – whose job description would be developed by DAS – or expand the role of the Affirmative Action Officer to include diversity initiatives.

*Discussions are underway about this issue.*

- G. The Governor should lead by example to build a strong statewide commitment to diversity and strengthen diversity efforts in all three branches of government. In so doing, the Governor should consider inviting a person from the Regents, the Judicial Branch, and the Legislative Branch to join the Diversity Council.

*There currently are openings on the diversity council, so there is an opportunity to include others.*

- H. Diversity training should be mandatory for employees in all three branches of government.

*All executive branch managers and supervisors received one full day of diversity training in FY2009. All executive branch employees received one half day of training in FY2010.*

*The current proposal is for all executive branch managers and supervisors to attend a 90-minute webinar training on recruitment, selection, and retention in FY2011. In addition, we propose that all departments complete a training plan for supervisors that can pinpoint their specific training needs. This will help us to provide training that is needed for each department.*

*Ongoing diversity sessions are in the training catalog for new employees and any who may have missed the original sessions. DAS offers all training courses to any entity, including the legislative branch and regents.*

- I. DAS must provide a plan for ongoing training and methods for leadership, recruitment, and hiring to use in integrating diversity into their workplace; specifically:
  - 1. Provide a core of orientation courses for new managers.
  - 2. Provide follow-up training/reviews for new managers.

*The FY2011 webinar training on recruitment, selection, and retention will be part of this plan. Currently, DAS PDS offers a variety of courses on leadership.*

- J. DAS should establish a training curriculum directed toward improving interview skills for current state employees, who are seeking professional development, promotions, or new positions within the State.

*This training is currently under development. It will be released in the first quarter of FY2011.*

- K. DAS should establish a training curriculum for hiring managers on how to be mindful of cultural differences when conducting interviews.

*This concept will be integrated into the upcoming webinar training for managers and supervisors, and is also part of the curriculum for the current PDS offering, "From Interview to Hire."*